



Supplemental Business License Information

Business License application forms are available at the Dublin Civic Center (100 Civic Plaza, Dublin, CA 94568) or on the City's website at www.dublin.ca.gov/businesslicense/application. All entities and persons doing business in the incorporated area of the City of Dublin (including subcontractors) are required to have a current Business License. Most businesses (the primary exception being for non-profit organizations, **who still must register**) pay a yearly \$50 registration fee which is prorated on a monthly basis depending on when the business begins operation in Dublin. The Business License year begins on October 1 and ends on September 30.

Business License Fees are non-refundable. This is the lowest fee in the Tri-Valley area for a Business License as Dublin only charges the amount necessary to recover its regulatory costs and does not base its fee on the amount of gross revenue generated or staff employed by a business.

General Business	\$50/year (October 1 – September 30)
SB1186 CASp Fee	\$1/Business License (incl. Renewals)
Temporary Business (catering, one-day sale, etc.)	\$10/day (\$50 maximum)

For a new business operating after October 31 of any year, the following prorated fees are used for the remaining portion of the Business License year (October 1 through September 30):

October	\$50.00	April	\$25.00
November	\$45.83	May	\$20.83
December	\$41.67	June	\$16.67
January	\$37.50	July	\$12.50
February	\$33.33	August	\$8.33
March	\$29.17	September	\$4.17

Per Senate Bill 1186, "on and after January 1, 2013, and until December 31, 2018, any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit, shall pay an additional fee of one dollar (\$1) for that license, instrument, or permit... Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx; The Department of Rehabilitation at www.rehab.cahwnet.gov; The California Commission on Disability Access at www.cdda.ca.gov."

A 7% Penalty Fee, compounded monthly, will accrue on the 30th day following the due date (up to a \$50 maximum penalty per year of operation). Considering a registration fee of \$50 due in October, the following penalty fees would be added appropriately:

One month overdue	\$3.50	Seven months overdue	\$30.30
Two months overdue	\$7.25	Eight months overdue	\$35.92
Three months overdue	\$11.26	Nine months overdue	\$41.93
Four months overdue	\$15.55	Ten months overdue	\$48.37
Five months overdue	\$20.14	Eleven months overdue	\$50.00
Six months overdue	\$25.05		

FREQUENTLY ASKED QUESTIONS

- **Do I throw out my expired Business License certificate when I receive my new one?**
No. You will need it if you want to buy real estate or obtain a loan to prove you were in business for past years. The City mails you the original and does not keep a copy.
- **Do I need a Solicitor's/Peddler's Permit?**
City Ordinance states if you are traveling by foot, car or any other type of conveyance, place to place or house to house to sell or convey a product, you must register with Dublin Police Services for a Solicitor's/Peddler's Permit and then apply for a Business License.

- **How long does it take to get a Business License?**

Once you have completed your application and paid your fee(s), it takes approximately four to six weeks to receive approval from the necessary City departments. Once these approvals have been received, the Business License certificate will be mailed to the mailing address provided on the application.

- **How do I renew my Business License?**

Renewal Invoices are mailed out by the City at the end of August each year. Renewal Invoices may be completed by hand and returned in person or by mail with a check made payable to City of Dublin. Some renewals may also be completed online and paid by credit card- instructions for this are provided on your Renewal Invoice if you are eligible to renew online. Renewals are to be completed no later than October 30. Renewals completed after October 30 are subject to a Penalty Fee.

- **Can I use my Business License to do business in another city?**

No. Your City of Dublin Business License is for operation in the incorporated area of Dublin. If you plan to do business in another city, you must contact them to obtain their requirements for a Business License.

- **How do I know what Business License Application to fill out?**

If your business is based out of a person's Dublin residence, you want to complete the *Home Occupation* Business License Application and Supplemental Questionnaire. If your business is based out of a commercial tenant space in Dublin, you want to complete the *Commercial* Business License Application and Supplemental Questionnaire. If your business is based out of a home or commercial space outside the City of Dublin, you want to complete the *Outside City* Business License Application. For further clarification, please contact the Community Development Department at (925) 833-6610 or businesslicensehelp@dublin.ca.gov.

- **How can I verify if a business operating in Dublin has a current Business License?**

You may call the Community Development Department at (925) 833-6610 or email businesslicensehelp@dublin.ca.gov. Please provide the name of the business and address.

- **Can I obtain a listing of businesses in Dublin?**

Yes. The Community Development Department may provide a listing of Dublin businesses reviewable by the public. A person may purchase their own copy of this listing for \$15, payable at the time of request. The listing will be run and available to you in one (1) business day and provides business name, address, contact person and phone number. In accordance with State Law, the City is not authorized to give out certain information about a business including the owner's home address and/or phone number.

- **How can I obtain a duplicate/replacement copy of my Business License?**

A duplicate/replacement copy of your Business License can be produced upon request for \$5.

- **Do I need to obtain a new Business License if my business moves to another location in the City or has an ownership/name change?**

- *If your business moves to another location within Dublin*, you must submit a new application form and pay a prorated fee based upon the date your business relocated.
- *If your business changed ownership*, an application must be filled out noting the change along with proof of new ownership. A \$5 fee will be assessed to update the record and print a new Business License.
- *If your business name changes*, an application must be filled out noting the change. A \$5 fee will be assessed to update the record and print a new Business License.

- **Are there other agencies I need to contact prior to opening my business?**

A list of some agencies you may want to consider contacting prior to the opening of your business is provided below:

City of Dublin Planning	(925) 833-6610
City of Dublin Building	(925) 833-6620
City of Dublin Finance	(925) 833-6640
City of Dublin Fire Prevention	(925) 833-6606
Dublin Chamber of Commerce	(925) 828-6200
Department of Consumer Affairs	(800) 952-5210
Federal ID Number	(800) 829-1040
Employer ID Number	(888) 745-3886
Fictitious Business Name Alameda County Clerk Recorder's Office	(510) 272-6363
Sales Tax Permit/Resale License Board of Equalization	(510) 622-4100
Solicitor's/Peddler's Permit Dublin Police Services	(925) 833-6680
State Contractor's License Board	(800) 321-2752